



This form must be completed and returned to Samantha Maddox (Samantha.Maddox@napavalley.edu) and Matthew Cowell (MCowell@napavalley.edu) prior to submitting the formal on-line application.

1. Event Information

Organization / Group Name:

Primary Contact Name:

Phone:

Email:

Event Name / Description:

Estimated Attendance:

Type of Event: ☐ Performance ☐ Presentation ☐ Rehearsal ☐ Other: _____

2. Requested Spaces & Schedule

For each space requested, list date(s) and time(s), including load-in, event, and load-out.

Space	Date(s)	Start Time	End Time
PAC Main Theater- Rehearsal (No audience)			
PAC Main Theater- Performance/Presentation (Audience)			
Paul Ash Lobby (Shared)			
Paul Ash Lobby (Exclusive)			
Black Box (Studio) Theater - Rehearsal (No Audience)			
Black Box (Studio) Theater - Performance/Presentation			
Silvagni Recital Hall			
Orchestra Room			
Actors Lab			

3a. Rental Package Selection for Main Theater

Packages exclude costs for facility rental fee or staffing hours.

Select One:

☐ **Presentation Package (\$75 or \$150/day)**

(For lectures, meetings, film screenings, panels, and basic presentations)

Includes:

- Stage access (front of curtain only), Green Room access
- Shared lobby access
- House lighting
- Basic podium/microphone (up to 2)

- Limited AV support (projector/screen)

☐ **Performance Package (\$150 or \$300/day)**

(For theatrical, musical, or staged performances)

Includes:

- Full stage, green room, and dressing room access
- Shared lobby access
- House lighting
- Full theatrical lighting system
- Full theatrical sound system

3b. Rental Package Selection for Black Box (Studio) Theater

Packages exclude costs for facility rental fee or staffing hours.

Select One:

☐ **Presentation Package (\$25 or \$50/day)**

(For lectures, meetings, film screenings, panels, and basic presentations)

Includes:

- Stage access (front of curtain only), Green Room access
- Shared lobby access
- House lighting
- Basic podium/microphone (up to 2)
- Standard seating configuration
- Limited AV support (projector/screen)

☐ **Performance Package (\$50 or \$75/day)**

(For theatrical, musical, or staged performances)

Includes:

- Full stage, green room, and dressing room access
- Shared lobby access
- House lighting
- Full theatrical lighting system
- Full theatrical sound system

4. Add-On Services & Equipment

*(Check all that apply — subject to additional fees) **Please note:** If you select one of the AV packages above, only choose items listed below if they are in addition to those already included in your selected package.*

- ☐ Additional microphones (wireless/lavalier) #/type _____/_____
- ☐ Projection system/screen
- ☐ Video recording
- ☐ Live streaming support
- ☐ Riser/Platform
- ☐ Podium
- ☐ Tables # _____ Only 90Wx30Dx29H Banquet Tables available (max: 30)
- ☐ Chairs # _____ Only BLACK folding chairs available (max: 300)
- ☐ Other _____

Will you have:

- ## 7. Special Requests / Notes

8. Acknowledgement/Signature

Name: _____ Date: _____

College Police Overtime ☐ Yes ☐ No (If yes, list total hours): _____

Custodial Staffing Overtime ☐ Yes ☐ No (If yes, list total hours): _____

Technician Overtime ☐ Yes ☐ No (If yes, list total hours): _____

Production Assistant Hours ☐ Yes ☐ No (If yes, list total hours): _____

Front of House Staff Hours ☐ Yes ☐ No (If yes, list total hours): _____